

EDNET TERMS APPENDIX - Chapter 8

8.7 Copyright Sample Permission Letter

Your School Logo or letterhead
would be appropriate here

To:

Date _____
Firm _____
Address _____

From:

School/District _____
Department _____
Telephone _____
Person making request _____
We are requesting authorization to duplicate the following copyrighted material:
Title _____
Author _____
Subject _____
Medium _____
Rationale _____

Number of copies to be made _____
Copy medium _____
Use of copies _____
Anticipated date of first use _____
Distribution of copies _____
Special comments _____

PRODUCER REPLY:

Permission: _____ Granted _____ Denied
Details/Restrictions _____
Signature: _____

Date _____
Title _____